

Terms of Reference

Benalla Street Art Advisory Committee

August 2025

Document Control

Terms of Reference adopted by Council:	27 August 2025
Responsible Officer:	Manager Economic Development and Sustainability
Version Number:	V3

1. Title

The advisory committee will be known as the Benalla Street Art Advisory Committee (the Committee).

2. Purpose

The purpose of the Committee is to assist in the delivery of the Benalla Street Art Festival.

3. Duties and Functions

The Committee has the following duties and functions:

1. Assist Council in the delivery of the Benalla Street Art Festival.
- 3.1 Support visitation to the festival.
2. Actively promote the Benalla Street Art Festival.
- 3.2 Assist with consultation and evaluation activities as they arise.
- 3.3 Assist with funding and sponsorship as directed by Council.
- 3.6 Community representatives are encouraged to volunteer during the Benalla Street Art Festival.

4. Delegations

The Committee has no delegated power to act on behalf of the Council or commit the Council to any expenditure.

5. Membership

- 5.1. The Committee will comprise of up to nine members:
 - Up to two Councillor representatives.
 - Up to two Council officers nominated by the Chief Executive Officer.
 - A maximum of five community representatives with skills in festivals, events, creative arts, community engagement, marketing, fundraising and governance.
- 5.2 The Council will appoint Councillors and community representatives.
- 5.3 Any community representatives appointed to the Committee shall hold office for a period of three years.
- 5.4 Following the completion of their term of appointment, community representatives of the Advisory Committee shall be eligible for re-appointment for a further term.
- 5.5 A member of the Committee may resign from their position at any time in writing.

- 5.6 If the member who resigns is a community representative as specified in 5.1, the Council shall invite nominations for community representatives to fill the vacancy.
- 5.7 Members are encouraged to attend all meetings of the Benalla Street Art Festival Advisory Committee. If a member fails to attend three consecutive meetings of the Committee without obtaining a leave of absence that member shall be deemed to have resigned from the Committee. The Council shall follow the procedure set out in Clause 5.6 to fill the vacancy.
- 5.8 At its October meeting each year the Committee will nominate a chairperson for the Councils consideration.
- 5.9 The Committee may appoint any sub-committees which it considers necessary to carry out its functions.
- 5.10 The role of Chairperson shall be:
 - a. To chair all meetings of the Advisory Committee.
 - b. To act as official spokesperson for the Advisory Committee.
 - c. To act as the liaison person between the Advisory Committee and the Council.

6. Reporting

The frequency of meetings will be determined by the Committee.

7. Quorum

The quorum of the Committee will be no less than a majority of the members appointed to the Committee.

8. Reporting

- 8.1. The business of the Committee shall be recorded in proper minutes.
- 8.2. Agendas and notes of each meeting will be distributed to all members.
- 8.3. The Committee will provide reports on its activities as required.
- 8.4. The Council will be responsible for providing administration support to the Committee.
- 8.5. In accordance with *Local Government Act 2020*, committee members must not improperly direct or influence a member of council staff in the exercise of any power or in the performance of any duty or function.

9. Review of Terms of Reference

- 9.1. The Committee's terms of reference may be reviewed at any time by the Council to accommodate changes in legislation, regulations, policy gaps, new technology or systems, as well as remain consistent with industry best practice.
- 9.2. The Council shall consult with the Committee prior to amending the Committees terms of reference.